Employee Post-Travel Disclosure Form

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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is

COI	npleted. Please do not file this form with the Committee on Ethics.
NO	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
1.	Name of Traveler: Jonah Slumate
2.	a. Name of Accompanying Relative: OR None OR None
	b. Relationship to Traveler: Spouse
3.	a. Dates: Departure: 2-19-20 Return: 2-21-20
	b. Dates at Personal Expense, if any: OR None
4.	Departure City: Washigton DC Destination: White Slyher Return City: Washigton DC
5.	Sponsor(s), Who Paid for the Trip: Compasional English
6.	Describe Meetings and Events Attended: Lattended Stesion on Many ment
	interacting with the White yours, & reforms to Congress + our office
7.	Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
	a. 🗖 a completed Sponsor Post-Travel Disclosure Form;
	b. The Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and
	the Grantmaking or Non-Grantmaking Sponsor Forms;
	c. page 2 of the completed <i>Traveler Form</i> submitted by the employee; and
	d. The letter from the Committee on Ethics approving my participation on this trip.
8.	a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
	Signify statement is true by checking the box:
	b. If not, explain:
	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.
Sig	nature of Traveler: Date: 4.7%. N
Di:	uthorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel sclosure Form</i> were necessary and that the travel was in connection with the employee's official duties and would not rate the appearance that the employee is using public office for private gain. The particular of Supervising Member: The particular of Supervising Member:
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Sig	gnature of Supervising Member:

Sponsor Post-Travel Disclosure Form

Original A	Amendmen:
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This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Sponsor(s) who paid for the trip: Congressional Institute Travel Destination(s): White Sulphur Springs, WV Date of Departure: February 19, 2020 Date of Return: February 21, 2020 Name(s) of Traveler(s): See Attached List Note: You may list more than one traveler on a form only if all information is identical for each person listed. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4: Total Transportation Total Lodging Total Meal Total Other Expenses Expenses Expenses Expenses (dollar amount per item and description Traveler \$84.04 \$222.50 \$144.77 \$397.91 - Room Rental Accompanying Family Member 6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box: I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. Signature: Name: Mark Strand Title: President Organization: Congressional Institute I am an officer of the above-named organization. Signify statement is true by checking box: 1700 Diagonal Road #300, Alexandria, VA 22314 Address: Telephone: 703-837-8812 Email: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required. If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

TRAVELER FORM

1.	Name of Traveler: Jonah Shumate
	Sponsor(s) who will be paying for the trip: Congressional Institute
3.	Travel Destination(s): The Greenbriar, White Sulpher Springs, WV
	a. Date of Departure: 2-19-20 Date of Return: 2-2120
	b. Will you be extending the trip at your personal expense? Yes No
	If yes, list dates at personal expense:
5.	a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:
	(1) Name of Accompanying Family Member:
	(2) Relationship to Traveler: Spouse Child Other (specify):
	(3) Accompanying Family Member is at least 18 years of age: Yes No
6.	a. Did the trip sponsor answer "Yes" to Question 8(c) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No
	b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties. I am able to spend time building relationships with other Chief's of Staff as well as participating in events and discussions
	that help me do my job better for my boss and with my staff in Washington and in Arkansas.
	that help the do my job better for my boss and with my stair in Washington and in Arkansas.
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? Yes No
10	D. For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
d tr aj	hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my irect supervision, to accept expenses for the trip described in this request. I have determined that the above-described ravel is in connection with my employee's official duties and that acceptance of these expenses will not create the ppearance that the employee is using public office for private gain. Date 1-21-20

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics. house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1.	1. Sponsor who will be paying for the trip: Congressional Inc	stitute
2.	2. I represent that the trip will not be financed, in whole or in Signify that the statement is true by checking box:	n part, by a registered federal lobbyist or foreign agent.
3.	3. Check only one. I represent that:	
	 a. The primary trip sponsor has not accepted from any oth any aspect of the trip: OR 	ner source, funds intended directly or indirectly to finance
	 b. The trip is arranged without regard to congressional par only from entities that will receive a tangible benefit in e 	rticipation and the primary trip sponsor has accepted funds exchange for those funds: OR
	c. The primary trip sponsor has accepted funds from other part of this trip and has enclosed disclosure forms from If "c" is checked, list the names of the additional sponso	each of those entities.
	if c is checked, list the names of the additional sponso	15:
4.	 Provide names and titles of ALL House Members and empexplanation of why the individual was invited (include as See Addendum & Attached Invitation List 	oloyees you are inviting. For each House invitee, provide and dditional pages if necessary):
5.	5. Is travel being offered to an accompanying family member	of the House invitee(s)? Yes No
6.	· , , , , ,	Date of Return: February 21, 2020
7.		
	b. Destination(s):	
	c. City of return: Washington, DC	
8.	•	
	a. The sponsor of the trip is an institution of higher educat Education Act of 1965: OR	tion within the meaning of section 101 of the Higher
	b. The sponsor of the trip does not retain or employ a regis	· · · · · · · · · · · · · · · · · · ·
	c. The sponsor employs or retains a registered federal lobb one-day event and lobbyist / foreign agent involvement i was de minimis under the Committee's travel regulation	in planning, organizing, requesting, or arranging the trip
9.	 Check only one of the following: a. I checked 8(a) or (b) above: ✓ 	
	b. I checked 8(c) above but am not offering any lodging:]
	c. I checked 8(c) above and am offering lodging and meals	for one night:
	d. I checked 8(c) above and am offering lodging and meals second night of lodging is warranted:	for two nights: If you checked this box, explain why the

10.	Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). <i>Indicate agenda is attached by checking box:</i>
11.	Check only one of the following: a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box: OR
	b. <i>Not Applicable</i> . Trip sponsor is a U.S. institution of higher education:
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip: See Addendum
13.	Answer parts a and b. Answer part c if neccessary: a. Mode of travel: Air Bus Car Other (specify:
	b. Class of travel: Coach Business First Charter Other (specify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box:
15.	Check only one. I represent that either: a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: OR
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressional participation: If "b" is checked:
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided): Wed-\$43, Thur-\$78, Fri-\$16
	2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility: Hotel Name: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: \$96 Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting:
17.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box:

☐ Actual Amounts	Total Transportation	Total Lodging Expenses	Total Meal Expenses							
Good Faith Estimates	Expenses per Participant	per Participant	per Participant							
For each Member, Officer, or Employee	\$90	\$236	\$138							
For each Accompanying Family Member	\$90	\$0	\$111							
	Other Expenses	Identify Specific Nature o	f "Other" Expenses							
(dollar amount per item) (e.g., taxi, parking, registration fee										
For each Member, Officer, or Employee	\$467	Room Rental								
For each Accompanying Family Member	\$467	Room Rental								
I certify that I am not a regist I certify by my signature that best of my knowledge.										
nature: Mark	hand	Date:								
Mark Strand me:										
President le:										
Congressional Ins	titute									
1700 Diagonal Road #7	730, Alexandria, VA 22314									
703-837-8812 lephone:										
-										

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

18.

19.

Theodore E. Deutch, Florida

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Ranking Member

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ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Staff Director and Chief Counsel

David W. Arrojo Counsel to the Chairman

Christopher A. Donesa

Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

February 13, 2020

Mr. Jonah Shumate Office of the Honorable Eric Crawford 2422 Rayburn House Office Building Washington, DC 20515

Dear Mr. Shumate:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to White Sulphur Springs, West Virginia, scheduled for February 19 to 21, 2020, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely.

Theodore E. Deutch Chairman Kenny Marchant Ranking Member

TED/KM:adw



Chiefs of Staff Conference February 19-21, 2020



DOWNLOAD THE APP TODAY!



Wednesday, February 19, 2020

10:00 AM	Bus Departs	Rayburn Horseshoe
2:00 PM	Check-In	Colonial Ballroom Foyer
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Chesapeake Ballroom
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake Ballroom
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights Kelsey Patten, Echelon Insights	Chesapeake Ballroom
6:30-9:00 PM	Reception & Dinner Keynote: The Honorable Jim Justice, Governor of West Virgini	Colonial Ballroom
	Thursday, February 20, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip Kara Ahern, House Republican Conference	Chesapeake Ballroom
10:00-11:00 AM,	Working with the White House Moderator: Mark Strand Michael McKenna, White House Office of Legislative Affairs	Chesapeake Ballroom

11:00-12:00 PM	Chesapeake Ballroom				
12:00-1:30 PM	Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom			
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom			
2:45-3:45 PM	A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress	Chesapeake Ballroom			
3:45-6:00 PM	Break	: '			
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom			
	Friday, February 21, 2020				
8:00 AM	Breakfast	Colonial Ballroom			
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom			
11:15 AM	Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance			

Last Name	Institution	Job Title
Adkerson	Office of Rep. Loudermilk	Chief of Staff
Adler	House Republican Conference	Communications Director
Ahern	House Republican Conference	Chief of Staff
Albares	Office of Rep. Roby	Chief of Staff
Alburger	Office of Rep. Joyce (OH)	Chief of Staff
Amidon	Office of Rep. Zeldin	Chief of Staff
Anderson	Office of Rep. Lamborn	Chief of Staff
Andreae	Office of Rep. Gallagher	Chief of Staff
Andres	Committee on Ways and Means	Staff Director
Anzur	Office of Rep. Keller	Chief of Staff
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Baker	Office of Rep. Allen	Chief of Staff
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Belair	Committee on Judiciary	Staff Director
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Bloomquist	Committee on Energy and Commerce	Staff Director
Boffelli	Office of Rep. Gonzalez (PR)	Chief of Staff

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Fine	Fitzpatrick Fitzpatrick	Fogarty	Foster	Fullerton	Gialer	Gonzalez	Gosnell	Green	Grider	Griffin	Grogis	Gross	Hair	Hall	Hamilton	Harris .	Haymore	Haynes	Heggem	Hester	Hewitt	H	Hilleary	Hillebrands	Hippe	Hittos
John Lauren	Kevin Paul	Kevin	Cameron	Laura	Steven	Cesar	Ellen	Josh	Michael	Drew	Josh	Hillary	Connie	Marty	Mike	Aaron	Tyler	Hayden	Christine	Patrick	Adam	Preston	Van	Joan	Jim	Liz

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Matt	Miller	Office of Rep. Cline	Chief of Staff	
Megan Bel	Miller	Office of Rep. Scalise	Chief of Staff	
Wade	Miller	Office of Rep. Roy	Chief of Staff	1 A
James	Min	Office of the Leader	Deputy Chief of Staff & Counsel	
Annie .	Minkler	Office of the Whip	Deputy Floor Director	11.5
			Pac	Page 6

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Brandon	Renz	Committee on Education and Labor	Staff Director

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Craig	Nobelis	Office of nep. Offiliakus	Ollei Ol Olali
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Kyle	Robertson	Office of Rep. Pence	Chief of Staff
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Jeremy	Shoemaker	Office of Rep. Joyce (PA)	Chief of Staff
Jonah	Shumate	Office of Rep. Crawford	Chief of Staff
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Katie	Smith	Office of Rep. Holding	Chief of Staff
William	Smith	Office of Rep. Palmer	Chief of Staff

Caleb	Smith	Office of the Leader	Digital Communications Director
Mike	Smullen	Office of Rep. Johnson (OH)	Chief of Staff
John	Sobel	Office of Rep. Cook	Chief of Staff
David	Sours	Office of Rep. Ferguson	Chief of Staff
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Brittan	Specht	Office of the Leader	Senior Policy Advisor
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Matthew	Stroia	Office of Rep. Kelly (PA)	Chief of Staff
Peter	ns	Office of Rep. Hagedorn	Chief of Staff
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Richard	Vaughn	Office of Rep. DesJarlais	Chief of Staff
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Rachel	Vervelde	Office of Rep. Grothman	Chief of Staff
Chris	Vieson	Committee on Homeland Security	Staff Director
Beau	Walker	Office of Rep. Womack	Chief of Staff
Jennifer	Watson	Office of Rep. Rice	Chief of Staff
Drew	Wayne	Office of Rep. Reed	Chief of Staff
Austin	Weatherford	Office of Rep. Kinzinger	Chief of Staff
Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
Clay	White	Office of Rep. Stewart	Chief of Staff
Devin	Wiser	Office of Rep. Bishop	Chief of Staff
lna	Yahn	Office of Rep. Radewagen	Chief of Staff